

<p align="center"><b>SENIOR EXECUTIVE PROBATIONARY APPRAISAL</b></p> <p align="center"><i>Return completed certification to the Personnel Office. See reverse side for instructions</i></p>		
NAME:	LEVEL:	ORGANIZATION:
POSITION TITLE:	POSITION NUMBER:	ENDING DATE OF PROBATIONARY PERIOD:
<p><i>In accordance with Civil Service Regulation and NASA Supplement 920-2, Appendix B, of the Federal Personnel Manual the above named Senior Executive is subject to a one (1) year probationary period. If the review/appraisal period is satisfactory or better, please complete the certification and return to the Personnel Office. The completed certification will be filed permanently in the employee's official personnel folder.</i></p>		
<p align="center"><b>CERTIFICATION</b></p>		
<p align="center"><i>I certify that the employee has successfully completed the probationary period as required for Senior Executive Service positions. The employee's performance has been satisfactory or better in every respect and I recommend the employee receive a final career appointment in the Senior Executive Service.</i></p>		
NAME AND TITLE OF EVALUATING OFFICIAL :	SIGNATURE:	DATE:
NAME AND TITLE OF REVIEWING OFFICER :	SIGNATURE:	DATE:
EXECUTIVE POSITION MANAGER :	SIGNATURE:	DATE:

## INSTRUCTIONS

The Civil Service Reform Act provides that an employee's initial appointment into the Senior Executive Service (SES) as a career appointee shall become final only after the individual has served a one (1) year probationary period as a career appointee. Actual performance on the job during this period provides an indispensable test in determining whether the employee receives a final career appointment or is removed from the Senior Executive Service.

1. Requirements:
  - Minimum of one (1) performance progress review no later than mid-term during the probationary period.
2. Satisfactory Rating:
  - Please return SES certification through the Executive Position Manager to the Personnel Office ten (10) days prior to the end of employee's probationary period.
3. Recommendation for Termination of SES Appointment:
  - If the employee's performance has been found to be unsatisfactory and you are recommending removal from the SES, you should submit narrative justification for that recommendation in lieu of this certification from, with the performance appraisal, and any response from the employee sixty (60) days prior to the end of the employee's probationary period through the Executive Position Manager to the Personnel Office.
  - The justification and appraisal must be submitted to the Deputy Administrator through the Institutional Associate Administrator, and the chairperson or the Executive Resources Board. The Deputy Administrator will decide whether or not to grant permission to the Executive Position Manager to proceed with the removal of the individual from the senior Executive Service.
    - The supervisor should contact the personnel officer for advice and assistance when recommending termination of an SES appointment.
4. Information:
  - A career appointee who was appointed from a civil service position held under a career or career conditional appointment (or an appointment of equivalent tenure such as NASA Excepted), and who is removed during the one (1) year of probation for less than fully successful executive performance, shall be entitled to be placed in a civil service position other than an SES position.